



## Office of Homeland Security



## Governor's Office of Emergency Services



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## FY05 Homeland Security Grant Program

### *California Supplement to Federal Program Guidelines and Application Kit*

January 26, 2005

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## Foreword: Director's Message to Subgrant Recipients

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Following on the heels of a successful 2004 in which the California Office of Homeland Security distributed over \$315 million in federal homeland security funds to our state's first responders, we are pleased to release the FY 05 Homeland Security Grant Program. As you review this Grant Guide you will note some changes from prior years.

First, continuing its effort to streamline funding to the states, the federal Department of Homeland Security has now consolidated the administration of six programs within one application package. This Office has followed suit. With this Grant Guide you will be able to apply for six distinct programs: the State Homeland Security Program (SHSP), the Law Enforcement Terrorism Prevention Program (LETPP), the Emergency Management Performance Grant (EMPG), the Urban Area Security Initiative (UASI) program and the Metropolitan Medical Response System (MMRS) program. By integrating these programs into one Grant Guide, we hope to better facilitate the organization and coordination of preparedness funding.

Second, while in years past these grants were strictly on a reimbursement-only basis, this year the Department of Homeland Security is now allowing sub-grantees to request some of their HSGP 05 funds up to 120 days prior to expenditure. In addition, while ordinarily construction costs are strictly prohibited, under certain circumstances subgrantees may use up to \$1 million of their FY 05 SHSP, LETPP or UASI funds to cover certain construction and renovation costs. Such costs are only allowed only after having been approved by ODP's Director and are strictly limited and allowable only when the costs are a necessary component of either a security system at critical infrastructure facilities or an emergency operations center. Before undergoing any activities in relation to these changes, be sure to review this Grant Guide and DHS' federal program guidance which can be accessed on the web at: <http://www.ojp.gov/odp/docs/fy05hsgp.pdf>.

I look forward to working with you on this and other grants. Through our combined efforts, local first responders will be better prepared to prevent and respond to any terrorism event.

**RICHARD ANDREWS**

Director, California Office of Homeland Security

# Chapter One

## Overview

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**In this Chapter** This chapter contains the following topics:

- Federal Program Guidance and Updates
  - Purpose of the California Supplement to the Federal Program Guidelines
  - Purpose of the Homeland Security Grant Program
  - Eligible Subgrant Recipients and Allocations
  - Subgrant Related Due Dates
  - Allocation Amounts and Methodologies
- 

### **Federal Program Guidance and Updates**

The U.S. Department of Homeland Security (DHS) published the *FY 2005 Homeland Security Grant Program, Program Guidelines and Application Kit*, on December 2, 2004. Subsequently, DHS issued *Version 2.0* of the *Guidelines and Kit*, dated December 22, 2004. The *Guidelines and Kit*, may be obtained at <http://www.ojp.gov/odp/docs/fy05hsgp.pdf>. The information contained in the December 2, 2004, *Guidelines and Kit* was made invalid by the publication of the *Version 2.0*.

The U.S. DHS periodically publishes Information Bulletins to release, update, amend or clarify grants and programs which they administer. DHS's Information Bulletins can be found at <http://www.ojp.usdoj.gov/odp/docs/bulletins.htm>. If you have any questions about the impact of these Bulletins on your active grant, contact the appropriate state agency listed at the end of Chapter One.

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### **Purpose of the California Supplement to the Federal Program Guidelines**

The *California Supplement* to the Federal Program Guidelines is intended to complement, rather than replace, the Guidelines published by the United States Department of Homeland Security's (DHS), Office of State and Local Government Coordination and Preparedness (SLGCP), Office for Domestic Preparedness (ODP). The *Supplement* will emphasize differences between the FY 04 and FY 05 Homeland Security Grant Programs, and will include additional California policies and requirements applicable to HSGP 05.

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### **Purpose of the Homeland Security Grant Program**

The U.S. Department of Homeland Security, through the Office for Domestic Preparedness, is providing funding to California to enhance the ability of the state, urban areas, local jurisdictions, and certain non-profit organizations, to prevent, deter, respond to and recover from threats and incidents of terrorism.

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## Overview, Continued

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### Eligible Subgrant Recipients and Allocations

Eligible subgrant recipients, referred to as subgrantees, differ for each program. Appendix A contains the list of eligible subgrantees for each program, and the allocation of funds to each subgrantee. All subgrantees are encouraged to coordinate with Indian Tribal Governments to ensure that Tribal needs are considered in the subgrantees' applications.

**NOTE:** Subgrantees may contract with any other public or private organization to perform eligible activities on approved projects.

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### Subgrant Related Due Dates

Following is a list of subgrant related due dates for HSGP 05:

October 1, 2004	Beginning of the Performance Period and the first date of eligible subgrant activities and costs.
March 4, 2005	Subgrant Initial Strategy Implementation Plan (ISIP) must be complete using the United States Department of Homeland Security's on-line Grant Management System.
July 15, 2005 January 15, 2006 July 15, 2006 January 15, 2007	Subgrant Biannual Strategy Implementation Reports (BSIRs) must be complete using the US DHS on-line Grant Management System. If this date falls on a Saturday, Sunday, state or federal holiday, the due date is close of business the first work day after the weekend or holiday.
December 31, 2006	End of subgrantee Performance Period and the last day of eligible subgrant activities and costs. All subgrant work must be completed, all purchased items must be received, all vendors and employees must be paid.

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## Overview, Continued

### Allocation Amounts and Methodologies

Allocation amounts can be found in Appendix A, and the allocation methodology is as follows:

Program	Subgrantee	Allocation	Percentage of Federal Funding Allocation Retained at State Level
SHSP	Operational Areas	80% of the federal funding was allocated to subgrantees using a \$100,000 base, with the remainder distributed on a population basis.	20%
LETPP	Operational Areas and Regional Threat Assessment Centers (RTTAC)	67% of the federal funding was allocated to Operational Areas using a \$50,000 base, with the remainder distributed on a population basis.  13% of the federal funding was equally distributed to four local-run RTTACs established in FY04 with LETPP funding.	20%
EMPG	Operational Areas	45% of the federal funding was allocated to subgrantees using a \$40,000 base, with the remainder distributed on a population basis.	55%
UASI	Pre-Selected Cities	91.34% of federal funding allocation to subgrantees.	8.66%
MMRS	Pre-Selected Cities	97% of federal funding allocation to subgrantees.	3%
CCP	NONE	NONE	100%

Population figures were derived from the State of California, Department of Finance, *E-1 City/County Population Estimates, with Annual Percent Change, January 1, 2002 and 2003*, Sacramento, California, May 2003. This table can be found at the following website address:

[www.dof.ca.gov/html/Demograp/E-1text.htm](http://www.dof.ca.gov/html/Demograp/E-1text.htm)

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## Overview, Continued

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### State Contact Information

All subgrant related questions, comments and correspondence should be directed to the state contacts listed below:

- ***SHSP, LETPP, UASI, MMRS***

California Office of Homeland Security  
c/o Governor's Office of Emergency Services  
Administration Division  
Grant Management Section  
Post Office Box 419023  
Rancho Cordova, CA 95741-9023

(916) 845-8110 help desk  
(916) 845-8392 fax  
Grant.Management@oes.ca.gov

For SHSP, LETPP, UASI and MMRS Training and Exercise related questions, contact Gary Miller with the California Military Department at (916) 227-3596 or Gary.Miller@ca.ngb.army.mil.

- ***EMPG***

Governor's Office of Emergency Services  
Administration Division  
Grant Management Section  
Post Office Box 419023  
Rancho Cordova, CA 95741-9023

(916) 845-8110 help desk  
(916) 845-8392 fax  
Grant.Management@oes.ca.gov

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## Chapter Two

### State Policies and Requirements

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**In this Chapter** This chapter contains the following topics:

- Approval Authority Body - SHSP and LETPP ONLY
  - Allocations by Discipline - SHSP and LETPP ONLY
  - Allocations by Program Activity
  - Governing Body Resolution
  - Grant Assurances
  - California Public Records Act
  - Exercises
  - Post Award Modifications
  - Monitoring Subgrant Performance
  - Suspension or Termination
  - Closeout
- 

**Approval  
Authority Body  
- SHSP and  
LETPP ONLY**

Operational Areas must appoint an Anti-Terrorism Approval Body (Approval Authority) to have final approval of the OA's application for SHSP and LETPP funds. The Approval Authority shall consist of the following representatives, and additional voting members may be added by a simple majority vote of the following standing members:

- County Public Health Officer or designee responsible for Emergency Medical Services
- County Fire Chief or Chief of Fire Authority
- Municipal Fire Chief (selected by the Operational Area Fire Chiefs)
- County Sheriff
- Chief of Police (selected by the Operational Area Police Chiefs)

Each member of the Approval Authority must provide written agreement with the OA's application for SHSP and LETPP funds.

NOTE: A list of the Approval Body members, and associated contact information, must be submitted with the HSGP 05 application.

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## State Policies and Requirements, Continued

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### Allocations by Discipline - SHSP and LETPP ONLY

Operational Areas must allocate SHSP and LETPP funds as follows:

- Fire services - 20%
- Police services - 20%
- Emergency medical services - 20%
- All other disciplines (discretionary) - 40%

**NOTE:** The Approval Authority may change the allocation percentages with a 4/5th vote.

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### Allocations by Program Activity

There are no state restrictions or preferences on how subgrantees allocate funds across eligible program activities.

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### Governing Body Resolution

The *Governing Body Resolution* appoints agents authorized to execute any actions necessary for each application and subgrant. Subgrantees are not required to submit a new *Governing Body Resolution* for HSGP 05 if previously submitted *Resolutions* can be applied to HSGP 05.

**NOTE:** Previous *Resolutions* that referred to specific fiscal years or different grant names require the submission of a new *Resolution* for HSGP 05. A sample *Resolution* can be found in Appendix B.

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### Grant Assurances

The *Grant Assurances* form lists the requirements to which the subgrantees will be held accountable. Subgrantees are not required to submit a new *Grant Assurances* form for HSGP 05 if previously submitted *Assurances* can be applied to HSGP 05.

**NOTE:** Previous *Assurances* that referred to specific fiscal years or different grant names, require the submission of a new *Assurances* form for HSGP 05. A sample *Assurances* form can be found in Appendix B.

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## State Policies and Requirements, Continued

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### **California Public Records Act**

The details of any application, modification, report, and payment request will be subject to the provisions of the California Public Records Act (Governmental Code Section 6250 et seq.). This means that all, or part, of the information provided to the state may be publicly disclosed. While the state will make every effort to protect sensitive information, it is imperative that information provided to the state does not contain information that constituent jurisdictions or agencies believe are confidential. The applicant's and subgrantee's failure to protect such information from disclosure may jeopardize the safety and security of the people of the State of California. For example, do not specifically identify potential targets, locations, and their vulnerabilities if this information is not already public knowledge. While bridges and shopping malls are well known targets, key distribution points of petroleum products and data storage facilities are not. Applicants and subgrantees should prepare and submit information to the state with the expectation that it may be made publicly available. If there are any questions about the inclusion of sensitive information in any information provided to the state, contact the California Office of Homeland Security.

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### **Exercises**

Subgrantees must conduct threat- and performance-based exercises in accordance with ODP's Homeland Security Exercise and Evaluation Program (HSEEP) manuals. Once an exercise paid for with grant funds has been scheduled, subgrantees must notify the California Military Department (CMD) of the exercise date, time, location, and point of contact information. On behalf of California Office of Homeland Security (OHS), the CMD will maintain a web-based master schedule of all exercises occurring throughout the state, to increase communication and coordination of all exercises.

Exercise After Action Reports (AAR) and Improvement Plans (IP) must be provided to ODP within 60 days following the completion of each exercise. Delivery to ODP is accomplished by posting the AAR and IP in the appropriate portion of the ODP secure portal.

The California Military Department (CMD) is the subgrantee's point of contact for exercise related issues and questions. Subgrantees may contact the CMD at (916) 826-4488, or by e-mail to [wmdexercises@ca.ngb.army.mil](mailto:wmdexercises@ca.ngb.army.mil).

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## State Policies and Requirements, Continued

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### **Post Award Modifications**

Post award budget, scope and time modifications must be requested in writing by the subgrantee's Authorized Agent, and submitted to the contact agency listed at the end of Chapter One. The subgrantee may implement the modifications, and incur associated expenses, after receiving state written approval of the modification.

**NOTE:** Modifications can be requested as part of the performance report process, or at any other time during the grant performance period. Failure to submit modification requests, and receive written approval prior to expenditure, could result in a reduction or disallowance of that part of the grant.

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### **Subgrantee Performance Reports**

Subgrantees must prepare and submit performance reports to the state for the duration of the grant performance period, or until all grant activities are completed and the grant is formally closed. Subgrantees must complete a Biannual Strategy Implementation Report (BSIR) using the DHS on-line Grant Management System, and may also be required to submit additional information and data requested by the state.

Failure to submit performance reports could result in grant reduction, termination or suspension.

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### **Monitoring Subgrantee Performance**

The state may perform periodic reviews of subgrantee performance of eligible activities and approved projects. These reviews may include, but are not limited to:

- Comparing actual subgrantee activities to those approved in the subgrant application and subsequent modifications, if any.
  - Ensuring that advances have been disbursed in accordance with applicable guidelines.
  - Confirming compliance with:
    - Grant Assurances.
    - Information provided on performance reports and payment requests.
    - Needs and threat assessments and strategies.
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## State Policies and Requirements, Continued

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### Suspension or Termination

The state may suspend or terminate subgrant funding, in whole or in part, or other measures may be imposed for any of the following reasons:

- Failing to comply with the requirements or statutory objectives of federal or state law.
- Failing to make satisfactory progress toward the goals or objectives set forth in the subgrant application.
- Failing to follow grant agreement requirements or special conditions.
- Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding.
- Failing to submit required reports.
- Filing a false certification in the application or other report or document.

Before taking action, the state will provide the subgrantee reasonable notice of intent to impose measures and will make efforts to resolve the problem informally.

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### Closeout

The state will close a subgrantee award after:

- Receiving a subgrantee Performance Report indicating that all approved work has been completed, and all funds have been disbursed;
- Completing a review to confirm the accuracy of reported information; and,
- Reconciling actual costs to awards, modifications and payments.

If the closeout review and reconciliation indicates that the subgrantee:

- is owed additional funds, the state will send the final payment automatically to the subgrantee.
- did not use all funds received, the state will issue an Invoice to recover unused funds.

In the Grant Closeout letter, the state will notify the subgrantee of the start of the record retention period for all programmatic and financial grant related records.

**NOTE:** Failure to maintain all grant records for the required retention period could result in a reduction of eligible grant activities, and an invoice to return costs associated with the unsupported activities.

## Chapter Three

### Program Changes

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**In this Chapter** This chapter contains the following topics:

- Program Changes
  - National Initiatives
  - Employee Labor
  - Operational Costs and Border Security
  - Management and Administrative Costs
  - Advances and Interest Earned on Advances
  - Payment Request Process
  - Non-ODP Developed Courses
  - Authorized Equipment List and Equipment Purchase Assistance Program
  - Construction and Renovation
  - UASI
  - MMRS
  - CCP
- 

**Program  
Changes**

The FY05 Homeland Security Grant Program contains many changes from the FY04 program. Subgrantees should carefully read the following items to understand all HSGP 05 requirements, guidelines and changes:

- U.S. DHS *Program Guidelines and Application Kit* (v 2.0)
- Associated DHS Information Bulletins
- California Supplement to federal Program Guidelines and Application Kit

The remainder of this chapter is devoted to selected items that have changed from HSGP 04.

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## Program Changes, Continued

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### **National Initiatives**

National Initiatives include:

- Implementing the National Incident Management System (NIMS)
- Implementing HSPD (Homeland Security Presidential Directive) 8
- Implementing the National Response Plan (NRP), including the Catastrophic Incident Response Annex (CIRA) to the NRP
- Achieving tactical interoperable communications
- Institutionalizing awareness training
- Public awareness and citizen participation

Section IV of the U.S. DHS *Program Guidelines and Application Kit* (v 2.0), beginning on page 47, provides details on these National Initiatives.

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### **Employee Labor - Redirected Staff**

On Page 41 of DHS' *Program Guidelines and Application Kit*, it is stated that it is allowable to redirect "public safety officers" from their normal duties to HSGP 05 allowable activities. This appeared to imply that non-"public safety officers", however, could not be redirected from their normal duties to HSGP 05 allowable activities. That is not the case. Since the release of DHS' *Program Guidelines and Application Kit*, ODP has confirmed that both "public safety officers" and "non-public safety officers" can be redirected from their normal duties to allowable HSGP 05 activities. In doing so, however, DHS does caution subgrantees to follow all non-supplanting requirements.

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### **Operational Costs and Border Security**

The federal DHS now allows up to 25% of the UASI and LETPP funds to be used for certain operational expenses. See pages 26 and 72 of the U.S. DHS *Program Guidelines and Application Kit* (v 2.0), for a full description of allowable Operational costs.

Additionally, UASI and LETPP funding may be used for certain operational costs in support of federal agencies for increased border security. See page 28 of the U.S. DHS *Program Guidelines and Application Kit* (v 2.0), for a full description of allowable Border Security costs.

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### **Management and Administrative Costs**

The federal DHS has reduced the subgrantee Management and Administrative (M&A) allowance to a maximum of 2.5% of their subgrant on all HSGP 05 programs.

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## Program Changes, Continued

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### **Advances and Interest Earned on Advances**

The U.S. Department of Homeland Security allows subgrantees to request HSGP 05 funds up to 120 days prior to expenditure/disbursement, or on a reimbursement basis. The federal guide requires that advances be deposited in interest-bearing accounts, and describes how interest earned should be returned to the federal government.

In addition to returning interest in accordance with the prescribed federal guidance, subgrantees must also inform the Office of Emergency Services, Accounting Section, of any interest returned on program funds.

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### **Payment Request Process**

To request advance or reimbursement payment of HSGP 05 funds, complete a payment request form and return it to the appropriate agency listed at the end of Chapter One. A payment request form will be sent to subgrantees with the written notice of application approval.

**NOTE:** Payments can only be made if the subgrantee has an approved application, valid Governing Body Resolution and valid Grant Assurance form.

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### **Non-ODP Developed Courses**

When seeking DHS approval of non-ODP developed courses, the most notable changes:

- Course materials must be submitted with the approval request; and,
- Conditional approvals are no longer offered.

The California Military Department will release additional training related information at a later date.

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## Program Changes, Continued

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### Authorized Equipment List and Equipment Purchase Assistance Program

The Authorized Equipment List (AEL) may now be found on the web at <http://www.rkb.mipt.org>.

The federal Department of Homeland Security's Equipment Purchase Assistance Program (EPAP)\* allows grantees access to the Defense Logistics Agency's (DLA) "prime vendors". California has established an on-line purchase process with Fisher Safety, a DLA prime vendor, that will allow subgrantees access to the EPAP. Benefits of the program include shorter procurement lead time, online ordering and a diverse inventory of products. However, Fisher Safety may not carry all items on the AEL and standard subgrantee procurement processes should be followed to obtain those items.

***Subgrantee participation in EPAP is voluntary and is only available for HSGP 05 equipment purchases.*** Expansion of this program to prior year Homeland Security and Urban Areas grants is under consideration.

Subgrantees must submit an *Equipment Worksheet* with their application package. The *Worksheet* is available at <http://www.oes.ca.gov> and indicates, by project and funding source, the value of equipment purchases to be made through Fisher Safety, or through the subgrantee's standard procurement processes. Subgrantee funds committed to Fisher Safety will be paid by the state, directly to DLA, upon Fisher Safety's notification that subgrantee ordered equipment has been shipped. Consequently, the ***funds committed to Fisher Safety will not be available for subgrantees to request as either an advance or reimbursement payment.***

\* The Equipment Purchase Assistance Program is described in the U.S. DHS *Program Guidelines and Application Kit (v 2.0)* starting on page 45.

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### Construction and Renovation

Use of HSGP 05 funds for construction and renovation is generally prohibited. Exceptions are detailed beginning on page 39 of the U.S. DHS *Program Guidelines and Application Kit (v 2.0)*.

***NOTE:*** Written approval must be provided by DHS prior to the use of any HSGP 05 funds for construction or renovation. This includes the allowable exceptions noted in the federal *Guidelines*.

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## Program Changes, Continued

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### UASI

UASI changes include the:

- DHS elimination of Fresno as an Urban Area core city;
  - DHS release of transit agency funding at a later date; and,
  - Eligibility of certain nonprofits to compete for set-aside funds.
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### MMRS

The most notable change for MMRS is that, in past years, this was a direct grant from the federal government to the local jurisdiction. Starting with FY05, MMRS is now granted to the state and the state, in turn, subgrants to cities pre-selected by DHS.

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### CCP

In FY 2005, the emphasis on Citizen Corps Program elements—such as developing and utilizing Citizen Corps Councils, training citizens through CERT, and increasing citizen awareness—has been increased significantly at the federal level across all six HSGP initiatives. To that end, the federal Department of Homeland Security has repeatedly emphasized that the involvement of citizens should be incorporated into all facets of homeland security.

This marks a significant change from prior years when all citizen-based activities were expected to be funded out of a single set-aside grant – the Citizen Corp Program. This year, DHS is emphasizing that citizen involvement should be embedded within all grant programs and away from just the one source of funds. Therefore, while California did receive funds in FY 05 under CCP, this year's award was a substantial reduction from prior years. The award was reduced 60% from FY 04, from \$2.5 million to just over \$1 million. At the same time, unlike in year's past, DHS and ODP have removed the 80% minimum pass-through requirement that it normally places on awards to the state

Given this substantial reduction in CCP funding, and after consulting with a number of Operational Area's, the California Service Corp which oversees the daily management of the Citizen Corp Program has decided against awarding local OA's a formula share of CCP funds to each of the state's 58 OA's. To do otherwise and continue to fund each OA on a formula basis would result in awards so small that many OA's would have difficulty covering the activities with the available funds.

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## Program Changes, Continued

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**CCP, continued** Instead, CSC will retain the \$1.07 million for an array of statewide Citizen Corps initiatives that will benefit all OA's to including: coordinating technical workshops locally on CCP implementation; offering special grants for innovative or demonstration project development; greatly increasing the focus on coordinated outreach, web-based assistance and communication support; and providing for the full development of the State Citizen Corps Council where all of California's issues pertaining to the development and use of volunteer assets in response and recovery can be addressed.

These funds will also be used to offer training and technical assistance for CERT Program Manager Academy training and the ongoing coordination of the CERT Statewide Workgroup; provide Volunteer Coordination Plan Development and other courses; develop state, regional and local VOADs and VOAD capacity; and to ensure increased state coordination in time of major disaster by developing and providing state voluntary agency liaisons specialists to the state, regional and local efforts.

As for the continuation of local Citizen Corp initiatives, experience has shown that the involvement of citizens into preparedness and response activities cannot be separated from the full homeland security planning process. This is repeatedly stressed in a number of the upcoming federal initiatives including the National Response Plan, the adoption of NIMS, and the rollout of the National Preparedness Initiative.

In order to embrace this increased involvement, and in accordance with DHS' full integration of citizen-based programs into the various federal programs and initiatives, OA's are encouraged to continue their citizen-based programs and use available FY 05 funds from the other five HSGP programs. While each OA must continue to assess its own needs and prioritize the use of available funding to address those needs, each OA should at least fund its existing citizen-based programs, including CERT, in a manner appropriate to achieve the aforementioned national initiatives. As a point of reference, OA's may wish to review the level of CCP funding received in FY 04. Given the federal requirements for citizen-based involvement—including addressing the new National Initiative on Public Awareness and Citizen Participation—maintaining appropriate spending levels is critical for both continuity of past programs and future project initiation. This approach is also expected to reduce grant administration responsibilities and staff workload as well as assist you in further integrating citizen-based activities across the entire HSGP.

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## Chapter Four

### Application

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**In this Chapter** This chapter contains the following topics:

- Homeland Security Grant Program Application
  - Regional Approach
  - State Required Application Components
  - Application Submission
  - Application Approvals
  - Conditional Approvals
- 

#### **Homeland Security Grant Program Application**

The Fiscal Year 2005 Homeland Security Grant Program (HSGP 05) integrates the following six programs into a single application:

1. State Homeland Security Program (SHSP 05)
2. Urban Areas Security Initiative (UASI 05)\*
3. Law Enforcement Terrorism Prevention Program (LETPP 05)
4. Citizen Corps Program (CCP)
5. Emergency Management Performance Grants (EMPG 05)
6. Metropolitan Medical Response System (MMRS 05)

Eligible subgrantees will be required to complete their application, referred to as the ISIP (Initial Strategy Implementation Plan), using DHS' on-line tool. The state is working with DHS to schedule subgrantee ISIP training classes in January 2005, and more training information will be released under separate cover.

\*OHS will work with the four Urban Areas with nonprofit allocations to establish nonprofit application and evaluation criteria. More information about the nonprofit application and evaluation process will be released by OHS at a later date. **Nonprofits should not submit an HSGP 05 application until further guidance is issued by OHS.**

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#### **Regional Approach**

Subgrantees must take a regional approach when determining the best use of HSGP 05 funds. Subgrantees must consider the needs of local units of government and applicable volunteer organizations in the projects and activities included in their HSGP 05 application.

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## Application, Continued

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### State Required Application Components

In addition to the ISIP, the state requires subgrantees to submit the following items to complete the application package:

- Application Cover Sheet with appropriate signatures:
  - Subgrantee Authorized Agent for all applications
  - Approval Authority Body for SHSP and LETPP applications
  - Core city AND core county for UASI applications
- Approval Authority Body member information:
  - Name
  - Title
  - Discipline Represented
  - Mailing Address
  - Office Phone Number
  - Cell Phone Number
  - Fax Number
  - E-Mail Address
- Equipment Worksheet

NOTE: Subgrant awards will not be made until all required application components have been approved by the state.

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### Application Submission

Submit the ISIP, Application Cover Sheet, and, if applicable, Approval Authority Body membership information, to the state Office of Homeland Security at the address listed at the end of Chapter One.

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### Application Approval

The subgrantee will receive written notice of the state's approval of the subgrant application.

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### Conditional Approvals

The subgrantee will receive written notice if a proposed project is conditionally approved and subject to further state review. ***Work can begin on the conditionally approved project only after the subgrantee receives written notice from the state indicating that the condition(s) have been removed.***

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## **Chapter Five**

### **Appendix A - Subgrantee Allocations**

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## SHSP

<b>Operational Area</b>	<b>1/1/04 Population</b>	<b>Base Amount</b>	<b>Per Capita Amount</b>	<b>SHSP Allocation</b>
Alameda	1,498,000	\$100,000	\$2,565,100	<b>\$2,665,100</b>
Alpine	1,280	\$100,000	\$2,192	<b>\$102,192</b>
Amador	36,850	\$100,000	\$63,100	<b>\$163,100</b>
Butte	212,700	\$100,000	\$364,217	<b>\$464,217</b>
Calaveras	43,350	\$100,000	\$74,230	<b>\$174,230</b>
Colusa	20,100	\$100,000	\$34,418	<b>\$134,418</b>
Contra Costa	1,003,900	\$100,000	\$1,719,028	<b>\$1,819,028</b>
Del Norte	28,250	\$100,000	\$48,374	<b>\$148,374</b>
El Dorado	168,100	\$100,000	\$287,846	<b>\$387,846</b>
Fresno	862,600	\$100,000	\$1,477,073	<b>\$1,577,073</b>
Glenn	27,750	\$100,000	\$47,518	<b>\$147,518</b>
Humboldt	130,000	\$100,000	\$222,605	<b>\$322,605</b>
Imperial	156,600	\$100,000	\$268,154	<b>\$368,154</b>
Inyo	18,500	\$100,000	\$31,678	<b>\$131,678</b>
Kern	724,900	\$100,000	\$1,241,282	<b>\$1,341,282</b>
Kings	141,400	\$100,000	\$242,126	<b>\$342,126</b>
Lake	63,200	\$100,000	\$108,221	<b>\$208,221</b>
Lassen	34,850	\$100,000	\$59,675	<b>\$159,675</b>
Los Angeles	10,103,000	\$100,000	\$17,299,869	<b>\$17,399,869</b>
Madera	135,300	\$100,000	\$231,681	<b>\$331,681</b>
Marin	250,200	\$100,000	\$428,430	<b>\$528,430</b>
Mariposa	17,650	\$100,000	\$30,223	<b>\$130,223</b>
Mendocino	89,200	\$100,000	\$152,742	<b>\$252,742</b>
Merced	232,100	\$100,000	\$397,436	<b>\$497,436</b>
Modoc	9,650	\$100,000	\$16,524	<b>\$116,524</b>
Mono	13,500	\$100,000	\$23,117	<b>\$123,117</b>
Monterey	421,400	\$100,000	\$721,584	<b>\$821,584</b>
Napa	131,600	\$100,000	\$225,345	<b>\$325,345</b>
Nevada	96,100	\$100,000	\$164,557	<b>\$264,557</b>
Orange	3,017,300	\$100,000	\$5,166,673	<b>\$5,266,673</b>
Placer	292,100	\$100,000	\$500,177	<b>\$600,177</b>
Plumas	21,100	\$100,000	\$36,131	<b>\$136,131</b>
Riverside	1,776,700	\$100,000	\$3,042,332	<b>\$3,142,332</b>

## SHSP

Operational Area	1/1/04 Population	Base Amount	Per Capita Amount	SHSP Allocation
Sacramento	1,335,400	\$100,000	\$2,286,672	<b>\$2,386,672</b>
San Benito	57,100	\$100,000	\$97,775	<b>\$197,775</b>
San Bernardino	1,886,500	\$100,000	\$3,230,348	<b>\$3,330,348</b>
San Diego	3,017,200	\$100,000	\$5,166,502	<b>\$5,266,502</b>
San Francisco	792,700	\$100,000	\$1,357,380	<b>\$1,457,380</b>
San Joaquin	630,600	\$100,000	\$1,079,808	<b>\$1,179,808</b>
San Luis Obispo	258,200	\$100,000	\$442,129	<b>\$542,129</b>
San Mateo	712,400	\$100,000	\$1,219,878	<b>\$1,319,878</b>
Santa Barbara	414,800	\$100,000	\$710,283	<b>\$810,283</b>
Santa Clara	1,731,400	\$100,000	\$2,964,762	<b>\$3,064,762</b>
Santa Cruz	260,200	\$100,000	\$445,553	<b>\$545,553</b>
Shasta	175,700	\$100,000	\$300,860	<b>\$400,860</b>
Sierra	3,520	\$100,000	\$6,027	<b>\$106,027</b>
Siskiyou	44,850	\$100,000	\$76,799	<b>\$176,799</b>
Solano	416,500	\$100,000	\$713,194	<b>\$813,194</b>
Sonoma	472,700	\$100,000	\$809,428	<b>\$909,428</b>
Stanislaus	491,900	\$100,000	\$842,305	<b>\$942,305</b>
Sutter	85,500	\$100,000	\$146,406	<b>\$246,406</b>
Tehama	58,700	\$100,000	\$100,515	<b>\$200,515</b>
Trinity	13,450	\$100,000	\$23,031	<b>\$123,031</b>
Tulare	396,800	\$100,000	\$679,460	<b>\$779,460</b>
Tuolumne	56,900	\$100,000	\$97,433	<b>\$197,433</b>
Ventura	802,400	\$100,000	\$1,373,989	<b>\$1,473,989</b>
Yolo	184,500	\$100,000	\$315,929	<b>\$415,929</b>
Yuba	64,800	\$100,000	\$110,960	<b>\$210,960</b>
<b>OA TOTAL</b>	36,143,950	\$5,800,000	\$61,891,082	<b>\$67,691,082</b>
State Portion		(20% of program total)		<b>\$16,922,763</b>
<b>GRAND TOTALS - SHSP</b>				<b>\$84,613,845</b>



<b>LETPP</b>				
<b>Operational Area</b>	<b>1/1/04 Population</b>	<b>Base Amount</b>	<b>Per Capita Amount</b>	<b>LETPP Allocation</b>
Alameda	1,498,000	\$50,000	\$734,202	\$784,202
Alpine	1,280	\$50,000	\$627	\$50,627
Amador	36,850	\$50,000	\$18,061	\$68,061
Butte	212,700	\$50,000	\$104,249	\$154,249
Calaveras	43,350	\$50,000	\$21,247	\$71,247
Colusa	20,100	\$50,000	\$9,851	\$59,851
Contra Costa	1,003,900	\$50,000	\$492,033	\$542,033
Del Norte	28,250	\$50,000	\$13,846	\$63,846
El Dorado	168,100	\$50,000	\$82,389	\$132,389
Fresno	862,600	\$50,000	\$422,779	\$472,779
Glenn	27,750	\$50,000	\$13,601	\$63,601
Humboldt	130,000	\$50,000	\$63,716	\$113,716
Imperial	156,600	\$50,000	\$76,753	\$126,753
Inyo	18,500	\$50,000	\$9,067	\$59,067
Kern	724,900	\$50,000	\$355,289	\$405,289
Kings	141,400	\$50,000	\$69,303	\$119,303
Lake	63,200	\$50,000	\$30,976	\$80,976
Lassen	34,850	\$50,000	\$17,081	\$67,081
Los Angeles	10,103,000	\$50,000	\$4,951,698	\$5,001,698
Madera	135,300	\$50,000	\$66,313	\$116,313
Marin	250,200	\$50,000	\$122,628	\$172,628
Mariposa	17,650	\$50,000	\$8,651	\$58,651
Mendocino	89,200	\$50,000	\$43,719	\$93,719
Merced	232,100	\$50,000	\$113,757	\$163,757
Modoc	9,650	\$50,000	\$4,730	\$54,730
Mono	13,500	\$50,000	\$6,617	\$56,617
Monterey	421,400	\$50,000	\$206,537	\$256,537
Napa	131,600	\$50,000	\$64,500	\$114,500
Nevada	96,100	\$50,000	\$47,101	\$97,101
Orange	3,017,300	\$50,000	\$1,478,844	\$1,528,844
Placer	292,100	\$50,000	\$143,164	\$193,164
Plumas	21,100	\$50,000	\$10,342	\$60,342
Riverside	1,776,700	\$50,000	\$870,799	\$920,799

<b>LETPP</b>				
<b>Operational Area</b>	<b>1/1/04 Population</b>	<b>Base Amount</b>	<b>Per Capita Amount</b>	<b>LETPP Allocation</b>
Sacramento	1,335,400	\$50,000	\$654,508	\$704,508
San Benito	57,100	\$50,000	\$27,986	\$77,986
San Bernardino	1,886,500	\$50,000	\$924,614	\$974,614
San Diego	3,017,200	\$50,000	\$1,478,795	\$1,528,795
San Francisco	792,700	\$50,000	\$388,519	\$438,519
San Joaquin	630,600	\$50,000	\$309,071	\$359,071
San Luis Obispo	258,200	\$50,000	\$126,549	\$176,549
San Mateo	712,400	\$50,000	\$349,163	\$399,163
Santa Barbara	414,800	\$50,000	\$203,302	\$253,302
Santa Clara	1,731,400	\$50,000	\$848,596	\$898,596
Santa Cruz	260,200	\$50,000	\$127,530	\$177,530
Shasta	175,700	\$50,000	\$86,114	\$136,114
Sierra	3,520	\$50,000	\$1,725	\$51,725
Siskiyou	44,850	\$50,000	\$21,982	\$71,982
Solano	416,500	\$50,000	\$204,136	\$254,136
Sonoma	472,700	\$50,000	\$231,680	\$281,680
Stanislaus	491,900	\$50,000	\$241,091	\$291,091
Sutter	85,500	\$50,000	\$41,905	\$91,905
Tehama	58,700	\$50,000	\$28,770	\$78,770
Trinity	13,450	\$50,000	\$6,592	\$56,592
Tulare	396,800	\$50,000	\$194,480	\$244,480
Tuolumne	56,900	\$50,000	\$27,888	\$77,888
Ventura	802,400	\$50,000	\$393,274	\$443,274
Yolo	184,500	\$50,000	\$90,427	\$140,427
Yuba	64,800	\$50,000	\$31,760	\$81,760
<b>OA TOTAL</b>	36,143,950	\$2,900,000	\$17,714,928	<b>\$20,614,928</b>

<b>LETPP</b>				
<b>Operational Area</b>	<b>1/1/04 Population</b>	<b>Base Amount</b>	<b>Per Capita Amount</b>	<b>LETPP Allocation</b>

**Regional Terrorism Threat Information Centers**

San Francisco Bay Area		\$1,000,000		
Sacramento/Central Valley Area		\$1,000,000		
Greater Los Angeles Area		\$1,000,000		
San Diego Area		\$1,000,000		
<b>RTTAC Total</b>		<b>\$4,000,000</b>		<b>\$4,000,000</b>
State Portion		(20% of program total)		<b>\$6,153,732</b>
<b>GRAND TOTALS - LETPP</b>				<b>\$30,768,660</b>

**UASI - Core Cities**                      **UASI - Nonprofits**

<b>City</b>	<b>Federal Allocation to State</b>	<b>Federal Allocation to be Retained by State</b>	<b>State Allocation to Core City</b>	<b>Federal Allocation to State</b>
Anaheim	\$10,825,119	\$937,647	\$9,887,472	\$114,490
Santa Ana	\$9,000,343	\$779,589	\$8,220,754	
Oakland	\$6,202,982	\$537,288	\$5,665,694	
San Francisco	\$20,433,614	\$1,769,914	\$18,663,700	\$935,551
San Jose	\$6,590,133	\$570,822	\$6,019,311	
Los Angeles	\$61,250,000	\$5,305,338	\$55,944,662	\$3,750,000
Long Beach	\$7,985,692	\$691,703	\$7,293,989	
Sacramento	\$6,085,663	\$527,126	\$5,558,537	
San Diego	\$14,784,191	\$1,280,573	\$13,503,618	\$320,885
<b>Totals</b>	<b>\$143,157,737</b>	<b>\$12,400,000</b>	<b>\$130,757,737</b>	<b>\$5,120,926</b>

**MMRS**

<b>City</b>	<b>Federal Allocation to State</b>	<b>Federal Allocation to be Retained by State (3%)</b>	<b>State Allocation to Cities</b>
Anaheim	\$227,592	\$6,828	\$220,764
Santa Ana	\$227,592	\$6,828	\$220,764
Oakland	\$227,592	\$6,828	\$220,764
San Francisco	\$227,592	\$6,828	\$220,764
San Jose	\$227,592	\$6,828	\$220,764
Los Angeles	\$227,592	\$6,828	\$220,764
Long Beach	\$227,592	\$6,828	\$220,764
Sacramento	\$227,592	\$6,828	\$220,764
San Diego	\$227,592	\$6,828	\$220,764
Fresno	\$227,592	\$6,828	\$220,764
Riverside	\$227,592	\$6,828	\$220,764
Glendale	\$227,592	\$6,828	\$220,764
Huntington Beach	\$227,592	\$6,828	\$220,764
Stockton	\$227,592	\$6,828	\$220,764
Bakersfield	\$227,592	\$6,828	\$220,764
Fremont	\$227,592	\$6,828	\$220,764
Modesto	\$227,592	\$6,828	\$220,764
San Bernardino	\$227,592	\$6,828	\$220,764
<b>Totals</b>	<b>\$4,096,656</b>	<b>\$122,900</b>	<b>\$3,973,756</b>

Operational Area	EMPG			
	1/1/04 Population	Base Amount	Per Capita Amount	EMPG Allocation
Alameda	1,498,000	\$40,000	\$161,038	\$201,038
Alpine	1,280	\$40,000	\$138	\$40,138
Amador	36,850	\$40,000	\$3,961	\$43,961
Butte	212,700	\$40,000	\$22,866	\$62,866
Calaveras	43,350	\$40,000	\$4,660	\$44,660
Colusa	20,100	\$40,000	\$2,161	\$42,161
Contra Costa	1,003,900	\$40,000	\$107,921	\$147,921
Del Norte	28,250	\$40,000	\$3,037	\$43,037
El Dorado	168,100	\$40,000	\$18,071	\$58,071
Fresno	862,600	\$40,000	\$92,731	\$132,731
Glenn	27,750	\$40,000	\$2,983	\$42,983
Humboldt	130,000	\$40,000	\$13,975	\$53,975
Imperial	156,600	\$40,000	\$16,835	\$56,835
Inyo	18,500	\$40,000	\$1,989	\$41,989
Kern	724,900	\$40,000	\$77,928	\$117,928
Kings	141,400	\$40,000	\$15,201	\$55,201
Lake	63,200	\$40,000	\$6,794	\$46,794
Lassen	34,850	\$40,000	\$3,746	\$43,746
Los Angeles	10,103,000	\$40,000	\$1,086,094	\$1,126,094
Madera	135,300	\$40,000	\$14,545	\$54,545
Marin	250,200	\$40,000	\$26,897	\$66,897
Mariposa	17,650	\$40,000	\$1,897	\$41,897
Mendocino	89,200	\$40,000	\$9,589	\$49,589
Merced	232,100	\$40,000	\$24,951	\$64,951
Modoc	9,650	\$40,000	\$1,037	\$41,037
Mono	13,500	\$40,000	\$1,451	\$41,451
Monterey	421,400	\$40,000	\$45,301	\$85,301
Napa	131,600	\$40,000	\$14,147	\$54,147
Nevada	96,100	\$40,000	\$10,331	\$50,331
Orange	3,017,300	\$40,000	\$324,366	\$364,366
Placer	292,100	\$40,000	\$31,401	\$71,401
Plumas	21,100	\$40,000	\$2,268	\$42,268
Riverside	1,776,700	\$40,000	\$190,999	\$230,999

<b>EMPG</b>				
<b>Operational Area</b>	<b>1/1/04 Population</b>	<b>Base Amount</b>	<b>Per Capita Amount</b>	<b>EMPG Allocation</b>
Sacramento	1,335,400	\$40,000	\$143,558	\$183,558
San Benito	57,100	\$40,000	\$6,138	\$46,138
San Bernardino	1,886,500	\$40,000	\$202,803	\$242,803
San Diego	3,017,200	\$40,000	\$324,355	\$364,355
San Francisco	792,700	\$40,000	\$85,217	\$125,217
San Joaquin	630,600	\$40,000	\$67,791	\$107,791
San Luis Obispo	258,200	\$40,000	\$27,757	\$67,757
San Mateo	712,400	\$40,000	\$76,584	\$116,584
Santa Barbara	414,800	\$40,000	\$44,592	\$84,592
Santa Clara	1,731,400	\$40,000	\$186,129	\$226,129
Santa Cruz	260,200	\$40,000	\$27,972	\$67,972
Shasta	175,700	\$40,000	\$18,888	\$58,888
Sierra	3,520	\$40,000	\$378	\$40,378
Siskiyou	44,850	\$40,000	\$4,821	\$44,821
Solano	416,500	\$40,000	\$44,775	\$84,775
Sonoma	472,700	\$40,000	\$50,816	\$90,816
Stanislaus	491,900	\$40,000	\$52,880	\$92,880
Sutter	85,500	\$40,000	\$9,191	\$49,191
Tehama	58,700	\$40,000	\$6,310	\$46,310
Trinity	13,450	\$40,000	\$1,446	\$41,446
Tulare	396,800	\$40,000	\$42,657	\$82,657
Tuolumne	56,900	\$40,000	\$6,117	\$46,117
Ventura	802,400	\$40,000	\$86,260	\$126,260
Yolo	184,500	\$40,000	\$19,834	\$59,834
Yuba	64,800	\$40,000	\$6,966	\$46,966

<b>OA TOTAL</b>	36,143,950	\$2,320,000	\$3,885,550	<b>\$6,205,550</b>
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State Portion	(55% of program total)	<b>\$7,584,561</b>
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<b>GRAND TOTALS - EMPG</b>	<b>\$13,790,111</b>
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## Appendix B - Forms

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This appendix contains all grant forms, including:

- Application Cover Sheet - Operational Areas
  - for use by Operational Areas that submit applications for any or all of the following programs: SHSP, LETPP and EMPG
- Application Cover Sheet - Cities with UASI and MMRS Allocations
  - for use by Cities that submit applications that contain both UASI and MMRS funds
- Application Cover Sheet - Cities with MMRS Allocations only
  - for use by Cities that submit applications for MMRS funds only
- Approval Authority Body member information
  - must be submitted by Operational Areas that submit applications for SHSP and/or LETPP funds
- SAMPLE Governing Body Resolution
- Grant Assurances

The Equipment Worksheet can be found at <http://www.oes.ca.gov> , under *Grants and Funding*.

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**FY05 Homeland Security Grant Program**  
**Application Cover Sheet for Operational Areas (Page 1 of 2)**  
**Applicant (county)**\_\_\_\_\_

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**Authorized Agent Information:**

\_\_\_\_\_  
*Mailing Address*

\_\_\_\_\_  
*City, State, Zip Code*

**Contact Information:**

\_\_\_\_\_  
*Name/Title*

\_\_\_\_\_  
*Area Code/Office Telephone Number*

\_\_\_\_\_  
*E-Mail Address*

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**Maximum Amount Authorized (from Appendix A)** \$ \_\_\_\_\_

SHSP Amount Requested \$ \_\_\_\_\_

LETPP Amount Requested \$ \_\_\_\_\_

EMPG Amount Requested \$ \_\_\_\_\_

**Total Amount Requested (from ISIP)** \$ \_\_\_\_\_

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**Total Equipment Amount Requested for all Programs**

**From ISIP** \$ \_\_\_\_\_

**From Equipment Worksheet** \$ \_\_\_\_\_

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**FY05 Homeland Security Grant Program**  
**Application Cover Sheet for Operational Areas (Page 2 of 2)**  
**Applicant (county)\_\_\_\_\_**

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**Statement of Certification - Approval Authority Body - SHSP and LETPP Only**

*By signing below, I hereby certify that the Operational Area's application represents the Approval Authority Body's consensus on the Operational Area's FY 2005 Homeland Security Grant Program needs for the State Homeland Security Program and Law Enforcement Terrorism Prevention Program.*

<b>Position/Designee</b>	<b>Signature</b>	<b>Printed Name</b>	<b>Title</b>
County Public Health Officer	_____	_____	_____
County Fire Chief	_____	_____	_____
Municipal Fire	_____	_____	_____
County Sheriff	_____	_____	_____
Chief of Police	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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**Statement of Certification - County Authorized Agent - SHSP, LETPP and EMPG Only**

*By signing below, I hereby certify I am the duly appointed Authorized Agent and have the authority to apply for the FY 2005 Homeland Security Grant Program, and the Operational Area's application represents the needs for the State Homeland Security Program, Law Enforcement Terrorism Prevention Program, and Emergency Management Performance Grant program.*

_____ <i>Signature of Authorized Agent</i>	_____ <i>Printed Name</i>
_____ <i>Title</i>	_____ <i>Date</i>

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***For State use ONLY***

Application reviewed/Grant award approved by: _____	
Name	Date
Grant Performance Period: _____	
OES ID # _____	Award # _____

**FY05 Homeland Security Grant Program**  
**Application Cover Sheet for Cities with UASI and MMRS Allocations (Page 1 of 2)**  
**Applicant (city)**\_\_\_\_\_

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**Authorized Agent Information:**

\_\_\_\_\_  
*Mailing Address*

\_\_\_\_\_  
*City, State, Zip Code*

**Contact Information:**

\_\_\_\_\_  
*Name/Title*

\_\_\_\_\_  
*Area Code/Office Telephone Number*

\_\_\_\_\_  
*E-Mail Address*

---

**Maximum Amount Authorized (from Appendix A)** \$ \_\_\_\_\_

UASI Amount Requested \$ \_\_\_\_\_

MMRS Amount Requested \$ \_\_\_\_\_

**Total Amount Requested (from ISIP)** \$ \_\_\_\_\_

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**Total Equipment Amount Requested for all Programs**

**From ISIP** \$ \_\_\_\_\_

**From Equipment Worksheet** \$ \_\_\_\_\_

---

**Statement of Certification - City Authorized Agent - UASI and MMRS**

*By signing below, I hereby certify that I am the duly appointed Authorized Agent and have the authority to apply for the FY 2005 Homeland Security Grant Program, and the City's application represents the needs for the Urban Areas Security Initiative and Metropolitan Medical Response System program.*

\_\_\_\_\_  
*Signature of Authorized Agent*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date*

---

**FY05 Homeland Security Grant Program**  
**Application Cover Sheet for Cities with UASI and MMRS Allocations (Page 2 of 2)**  
**Applicant (city)**\_\_\_\_\_

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**Statement of Certification - Core County Point of Contact - UASI**

*By signing below, I hereby certify that I am the Point of Contact for the Urban Area's Core County, and the City's application represents the Urban Area's needs for the FY 2005 Homeland Security Grant Program, Urban Areas Security Initiative.*

\_\_\_\_\_  
*Signature of Core County Point of Contact*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date*

---

***For State use ONLY***

Application reviewed/Grant award approved by: \_\_\_\_\_  
Name Date

Grant Performance Period: \_\_\_\_\_

OES ID # \_\_\_\_\_ Award # \_\_\_\_\_

**FY05 Homeland Security Grant Program**  
**Application Cover Sheet for Cities with MMRS Allocations Only (Page 1 of 1)**  
**Applicant (city)**\_\_\_\_\_

**Authorized Agent Information:**

\_\_\_\_\_  
*Mailing Address*

\_\_\_\_\_  
*City, State, Zip Code*

**Contact Information:**

\_\_\_\_\_  
*Name/Title*

\_\_\_\_\_  
*Area Code/Office Telephone Number*

\_\_\_\_\_  
*E-Mail Address*

**Maximum MMRS Amount Authorized (from Appendix A)** \$ \_\_\_\_\_

**Total Amount Requested (from ISIP)** \$ \_\_\_\_\_

**Total Equipment Amount Requested for all Programs**

**From ISIP** \$ \_\_\_\_\_

**From Equipment Worksheet** \$ \_\_\_\_\_

**Statement of Certification - City Authorized Agent**

*By signing below, I hereby certify that I am the duly appointed Authorized Agent and have the authority to apply for the FY 2005 Homeland Security Grant Program, and the City's application represents the needs for the Metropolitan Medical Response System program.*

\_\_\_\_\_  
*Signature of Authorized Agent*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date*

***For State use ONLY***

Application reviewed/Grant award approved by: \_\_\_\_\_  
Name Date

Grant Performance Period: \_\_\_\_\_

OES ID # \_\_\_\_\_ Award # \_\_\_\_\_

## Approval Authority Body Member Information SHSP and LETPP Only

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All SHSP and LETPP applicants must submit Approval Authority Body member information as part of their application package. For each member of the Authority Body, please provide the following member information:

- Name
- Job Title
- Discipline Represented
- Mailing Address
- Office Phone Number
- Cell Phone Number
- Fax Number
- E-Mail Address

### Equipment Worksheet

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Subgrantees must submit an *Equipment Worksheet* with their application package. The *Worksheet* is available at <http://www.oes.ca.gov> , and indicates, by project and funding source, the value of equipment purchases to be made through DLA prime vendor Fisher Safety, or through the subgrantee's standard procurement processes. The *Equipment Worksheet* is an EXCEL document with formulas to automatically total amounts enter on the *Worksheet*.

***NOTE:*** Subgrantee funds committed to Fisher Safety will be paid by the state, directly to the Defense Logistics Agency, upon Fisher Safety's notification that subgrantee ordered equipment has been shipped. Consequently, the ***funds committed to Fisher Safety will not be available for subgrantees to request as either an advance or reimbursement payment.***

## Governing Body Resolution

*BE IT RESOLVED BY THE* \_\_\_\_\_  
(Governing Body)

*OF THE* \_\_\_\_\_ *THAT*  
(Name of Applicant)

\_\_\_\_\_, *OR*  
(Name or Title of Authorized Agent)

\_\_\_\_\_, *OR*  
(Name or Title of Authorized Agent)

\_\_\_\_\_,  
(Name or Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the named applicant, a public entity established under the laws of the State of California, any actions necessary for the purpose of obtaining federal financial assistance provided by the federal Department of Homeland Security and subgranted through the State of California.

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

### *Certification*

I, \_\_\_\_\_, duly appointed and  
(Name)

\_\_\_\_\_ of the \_\_\_\_\_  
(Title) (Governing Body)

do hereby certify that the above is a true and correct copy of a resolution passed and approved by

the \_\_\_\_\_ of the \_\_\_\_\_ on the  
(Governing body) (Name of Applicant)

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Official Position)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

## Instruction Sheet for the Governing Body Resolution

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### **Purpose**

The purpose of the Governing Body Resolution is to appoint individuals to act behalf of the governing body and the applicant.

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### **Authorized Agent(s)**

The Governing Body Resolution allows for the appointment of individuals or positions. For each person or position appointed by the governing body, submit the following information, with the resolution, to the state on the applicant's letterhead:

- |  |   |
|--|---|
| <input type="checkbox"/> Jurisdiction  | <input type="checkbox"/> Telephone      |
| <input type="checkbox"/> Grant Program | <input type="checkbox"/> Fax #          |
| <input type="checkbox"/> Name          | <input type="checkbox"/> Cell Phone #   |
| <input type="checkbox"/> Title         | <input type="checkbox"/> E-Mail Address |
| <input type="checkbox"/> Address       |   |
| <input type="checkbox"/> City          |   |
| <input type="checkbox"/> Zip Code      |   |
- 

### **Authorized Agent Changes**

- If the Governing Body Resolution identifies Authorized Agents by position and/or title, changes can be made by submitting new Authorized Agent information to the state.
  - If the Governing Body Resolution identifies Authorized Agents by name, a new Resolution is needed when any changes are made. The information list above must also be submitted with the new Resolution.
-

## Office of Homeland Security

### *Grant Assurances*

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_

Fax Number: (\_\_\_\_) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

As the duly authorized representative of the applicant, I certify that the applicant named above:

1. Has the legal authority to apply for federal assistance, and has the institutional, managerial and financial capability to ensure proper planning, management and completion of the grant provided by the federal Department of Homeland Security and subgranted through the State of California.
2. Will assure that grant funds are only used for allowable, fair, and reasonable costs.
3. Will give the federal government, the Comptroller General of the United States, the State of California, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or awarding agency directives.
4. Will provide progress reports and such other information as may be required by the awarding agency.
5. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
6. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain for themselves or others, particularly those with whom they have family, business or other ties.
7. Will comply, if applicable, with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.



8. Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to:
  - a. Title VI of the Civil Rights Act of 1964 (P.L. 88-352), as amended, which prohibits discrimination on the basis of race, color or national origin;
  - b. Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683 and 1685-1686), which prohibits discrimination on the basis of sex;
  - c. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794) which prohibits discrimination on the basis of handicaps;
  - d. The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107) which prohibits discrimination on the basis of age;
  - e. The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255) as amended, relating to nondiscrimination on the basis of drug abuse;
  - f. The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
  - g. §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
  - h. Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing;
  - i. Title 28, Code of Federal Regulations, Part 42, Subparts C, D, E and G;
  - j. Title 28, CFR, Part 35;
  - k. Any other nondiscrimination provisions in the specific statute(s) under which application for federal assistance is being made, and
  - l. The requirements on any other nondiscrimination statute(s) which may apply to the application.
9. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally assisted programs. These requirements apply to all interested in real property acquired for project purposes regardless of federal participation in purchases.
10. Will comply, if applicable, with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

11. Will comply with environmental standards which may be prescribed pursuant to the following:
  - a. institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514;
  - b. notification of violating facilities pursuant to EO 11738;
  - c. protection of wetlands pursuant to EO 11990;
  - d. evaluation of flood hazards in floodplains in accordance with EO 11988;
  - e. assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.);
  - f. conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.);
  - g. protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and
  - h. protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and preservation of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
14. Will comply with Standardized Emergency Management System (SEMS) requirements as stated in the California Emergency Services Act, Government Code, Chapter 7 of Division 1 of Title 2, Section 8607.1(e) and CCR Title 19, Sections 2445, 2446, 2447 and 2448.
15. Has requested through the State of California, federal financial assistance to be used to perform eligible work approved in the applicant's application for federal assistance. Will, after the receipt of federal financial assistance, through the State of California, agree to the following:
  - a. Promptly return to the State of California all the funds received which exceed the approved, actual expenditures as accepted by the federal or state government.
  - b. In the event the approved amount of the grant is reduced, the reimbursement applicable to the amount of the reduction will be promptly refunded to the State of California.
  - c. Separately account for interest earned on grant funds, and will return all interest earned, in excess of \$100 per federal fiscal year.
16. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. Sections 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).

17. Will comply with provisions of the Hatch Act (5 U.S.C. Sections 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds.
18. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
19. Will comply, if applicable, with the Laboratory Animal Welfare Act of 1966 (P. L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
20. Will comply with the minimum wage and maximum hour provisions of the Federal Fair Labor Standards Act (29 U.S.C. 201), as they apply to employees of institutions of higher education, hospitals, and other non-profit organizations.
21. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. Section 276a to 276a-7), the Copeland Act (40 U.S.C. Section 276c and 18 U.S.C. Sections 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. Sections 327-333), regarding labor standards for federally assisted construction sub-agreements.
22. Will not make any award or permit any award (subgrant or contract) to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549 and 12689, "Debarment and Suspension."
23. Agrees that:
  - a. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement;
  - b. If any other funds than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or an employee of Congress, or employee of a Member of Congress in connection with the federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;
  - c. The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including subgrants, contracts under grants and cooperative agreements, and subcontract(s) and that all sub recipients shall certify and disclose accordingly.
  - d. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

24. Agrees that equipment acquired or obtained with grant funds:
  - a. Will be made available under the California Disaster and Civil Defense Master Mutual Aid Agreement in consultation with representatives of the various fire, emergency medical, hazardous materials response services, and law enforcement agencies within the jurisdiction of the applicant.
  - b. Is consistent with needs as identified in the Terrorism Annex to the State's Emergency Plan, and will be deployed in conformance with that plan.
  - c. Will be made available pursuant to applicable terms of the California Disaster and Civil Defense Master Mutual Aid Agreement and deployed with personnel trained in the use of such equipment in a manner consistent with the California Law Enforcement Mutual Aid Plan or the California Fire Services and Rescue Mutual Aid Plan.
25. Agrees that funds awarded under this grant will be used to supplement existing funds for program activities, and will not supplant (replace) non-federal funds.
26. Will comply with all applicable Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars A-87 and A-133, E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements contained in Title 28, Code of Federal Regulations, Part 66, that govern the application, acceptance and use of Federal funds for this federally-assisted project.
27. Will comply, and assure the compliance of all its subgrantees and contractors, with the nondiscrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d), or the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provision of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M7100.1, and all other applicable Federal laws, orders, circulars, or regulations.
28. Will comply with provisions of 28 CFR applicable to grants and cooperative agreements, including Part 18, Administrative Review Procedures; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/Equal Employment Opportunities Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 64, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
29. Will ensure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of this project are not listed in the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal Grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
30. Will comply with Subtitle A, Title II of the Americans with Disabilities Act (ADA) 1990.

31. Will, in the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office of Civil Rights, Office of Justice Programs.
32. Will provide an Equal Employment Opportunity Plan, if applicable, to the Department of Justice Office of Civil Rights within 60 days of grant award.
33. Will comply with the financial and administrative requirements set forth in the current edition of the Office of Justice Programs (OJP) Financial Guide.
34. Will comply, if applicable, with the provision of the Coastal Barrier Resources Act (P.L. 97-348) dated October 19, 1982 (16 USC 3501 et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.
35. Will comply with all applicable requirements of all other federal laws, executive orders, regulations, program and administrative requirements, policies and any other requirements governing this program.
36. Understands that failure to comply with any of the above assurances may result in suspension, termination or reduction of grant funds.

The undersigned represents that he/she is authorized by the above named applicant to enter into this agreement for and on behalf of the said applicant.

Signature of Authorized Agent:\_\_\_\_\_

Printed Name of Authorized Agent:\_\_\_\_\_

Title:\_\_\_\_\_ Date:\_\_\_\_\_